



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
03/05/2026

This position is:

- Classified
Unclassified
Executive Service
Mgmt. Svc – Supervisory
Mgmt. Svc – Managerial
Mgmt. Svc - Confidential

Agency: Oregon Board of Parole & Post Prison Supervision

Facility: 1321 Tandem Avenue

New Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: Administrative Specialist 1
b. Classification No: C0107A
c. Working Title: Revocation's Specialist
d. PPDB No/WD ID: 40000023/22943
e. Section Title: Agency Operation's
f. Agency No: 255000
g. Employee Name:
h. Budget Auth No: 67250
i. Supervisor Name: Hodgin, Susi
j. Repr. Code: AP/AAON
k. Work Location (City – County): Salem, Marion County

I. Position: Permanent Seasonal Limited Duration Academic Year
Full-Time Part-Time Intermittent Job Share

m. FLSA: Exempt Non-Exempt
If Exempt: Executive/Supervisory Administrative Professional Computer
n. Eligible for Overtime: Yes No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Board of Parole works in partnership with the Oregon Department of Corrections and Local Community Correction authorities to protect the public and to reduce the risk of repeat criminal behavior.

The Board imposes prison terms and makes release decisions for offenders whose criminal conduct occurred prior to November 01, 1989. The Board sets conditions of supervision for all offenders being released from prison, imposes sanctions for violations of supervision and determines whether discharge from parole supervision is compatible with public safety. The Boards decisions are based on applicable laws, victim's interests, public safety and the recognized principles of offender behavior change.

Additionally, the Board of Parole oversees the Sex Offender Notification and Leveling unit as well as the Relief and Reclassification of sex offender's unit that allows those offenders that have been designated as a sex offender an opportunity to be reclassified to a lower supervision level, or to be relieved from registering as a sex offender.

The Oregon Board of Parole is committed to creating a diverse workforce that reflects our state, country, and the world. The employee in this position will commit to the mission and goals of the agency by fostering and promoting an atmosphere that values a diverse, discrimination and harassment-free workplace; welcoming and celebrating diversity of opinions, ideas, and culture; performing duties in a manner that promotes quality customer service; encouraging effective and productive working relationships, including treating everyone fairly, courteously and respectfully; identifying and resolving problems in a constructive manner; improving processes and materials to benefit our internal and external stakeholders; being responsive to our stakeholders and co-workers; improving personal skills, and demonstrating openness to constructive feedback and suggestions.

The Oregon Board of Parole plays a key role in the enhancement of public safety, lowering crime rates and reduced recidivism which can be directly tied to attitudes and actions of our public safety professionals who must effectively apply the rules, policies, and laws in their daily interactions. All employees are expected to model pro-social behaviors and effectively communicate with individuals, stakeholders, co-workers, supervisors, and the public in support of these pro-social behaviors.

The Board of Paroles Mission and goals assist the agency in establishing priorities and helps solidify our organizational identity and culture. Our mission is to “support a safe and just Oregon by supporting positive change in individuals while maintaining accountability. Through engagement of partners, development of compassionate policies, and respect for diversity, our strong and valued workforce strives for a better future for our state.” Our goal is “to set the standard for parole boards in evidence informed decisions, innovative tools, and effective operations.”

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

The Sanctions and Revocation Specialist is a designated **Critical Operations Role (COR)** within the Board of Parole, essential to maintaining the continuity, legality, and stability of the agency’s core mission. This position ensures the lawful and timely processing of Morrissey and Local Control Sanctions, accurate calculation of sanction time, and proper adjustment of sentence expiration dates. By applying specialized knowledge of Oregon Administrative Rules, Board policies, and sentencing guidelines, the role safeguards statutory compliance and supports public safety.

The position serves as a critical link between field operations and the Board, managing the administrative and technical aspects of sanction and revocation processing. Responsibilities include reviewing and verifying sanction requests for completeness and compliance, determining sanction time availability, updating records, and routing cases for Board review when required. The Specialist provides essential calculations, documentation, and recommendations that directly influence offender custody status, supervision conditions, and Board actions.

As the primary point of contact for Parole Officers, agency staff, the Department of Justice, and other stakeholders, this position offers guidance on sanction processes, sentencing rules, and Board procedures. It requires consistent accuracy, timely decision-making, and interagency coordination to prevent operational or legal disruptions. Errors or delays in this role can result in significant legal, operational, and public safety consequences, making its accuracy and continuity fundamental to the Board’s mission.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
75%	NC	E	<p>Administrative / Technical Processes and reviews Morrissey and Local Sanction requests for accuracy and compliance with agency policy and applicable OAR requirements.</p> <p>Verifies supervision type, calculates sanction days, and determines appropriate Board involvement based on case profile and risk factors.</p> <p>Updates records and ensures accurate sentence computations, including adjustments for revocation, abscond time, and sanction days.</p> <p>Maintains accurate tracking of sanctions, revocations, and expiration dates; computes and modifies sentence timelines as required.</p> <p>Communicates Board actions and updates to relevant stakeholders, ensuring timely and accurate information flow.</p>
10%	NC	E	<p>Communication / Coordination Responds to inquiries from Parole and Hearings Officers regarding sanctions, expiration dates, and policy interpretation.</p> <p>Provides guidance and instruction on sanction preparation and documentation requirements.</p> <p>Coordinates with law enforcement agencies and internal units to confirm sentence calculations and resolve discrepancies.</p> <p>Investigates and verifies accuracy of Board records and offender information to ensure compliance and data integrity.</p>
10%	R	E	<p>Advisement and Training Prepares and routes files for Board review; compiles supporting documentation as needed.</p> <p>Advises Board members on sanction calculations, good time credits, and compliance considerations.</p> <p>Assists in training and mentoring staff on sanction processes and related policies.</p>
5%	R	E	<p>Other Duties Serves as backup for related positions and performs additional duties as assigned to support unit operations.</p>

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

- This position is required to acquire, and maintain Law Enforcement Data System (LEDS) certification, in order to complete their tasks
- Regular attendance is an essential function required to meet the demands of this job and to provide necessary services.
- May have direct and indirect contact with Adults in Custody and supervision.
- May require working beyond forty (40) hours a week.
- May require working evenings and/or weekends.
- May require occasional travel throughout the State, sometimes overnight.
- Work is performed in an office setting and or telework setting, with prolonged sitting at a computer terminal, frequently holding telephone conversations, researching manuals, and writing various documents.

At all times:

The employee in this position is always expected to recognize their responsibility to act ethically in accordance with the very highest standards of integrity.

Cultural Competency and Diversity

Employees foster a culture of inclusion and equity by participating in agency forums, valuing diverse perspectives, and contributing to a workplace free of harassment and discrimination. The employee must consistently demonstrate respect, cultural awareness, and alignment with the agency's mission, vision, and values in all professional interactions.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

BOPPPS Rules, Procedures & Guidelines
Oregon Administrative Rules
Oregon Revised Statutes
Sentence Guideline Implementation
Federal Laws
Desk Manual

Oregon Administrative Rules
LEDS/NCIC Manual & Directives
Offender Information System
Criminal Code of Oregon
Interstate Compact Procedures

Additionally, The Oregon Board of Parole has a zero-tolerance of sexual abuse and sexual harassment within our Agency, as well with volunteers, interns, and contractors. Additionally, the Prison Rape Elimination Act (PREA) is to ensure a safe and humane environment for justice involved individuals, free from the threat of sexual abuse and sexual harassment as well as our employee/volunteer/contractors/interns. All forms of sexual contact and sexual harassment between criminal justice involved individuals and employees/volunteers/contractors/interns is prohibited by the Board of Parole. Therefore, if you are aware of any such incidents, you have a duty to report them to your supervisor.

All Board professionals have a valuable role in the delivery of our services, and commitment to our mission and goals. Despite the differences in training, culture, and job specific missions, we all have common goals. When Board

staff share appropriate information, show mutual respect, have proper orientation and training, with ongoing communication, we provide the foundation for our role in public safety. All staff are expected to follow these principles.

b. How are these guidelines used?

Guidelines are used to assure compliance with regulations and standards. While these guidelines cover most situations, they do not provide or supply answers to some of the combinations of problems that the incumbent may need to resolve.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
Hearing Officers	Telephone, written correspondence including emails, fax and other means of communication	Inquiries, clarifications, requests, release date and parole information, answer questions / solve problems	Daily
Oregon Department of Corrections staff	Telephone, written correspondence including emails, fax and other means of communication	Inquiries, clarifications, requests, release date and parole information, answer questions / solve problems	Daily
Department of Justice Attorneys	Telephone, written correspondence including emails, fax and other means of communication	Inquiries, clarifications, requests, release date and parole information, answer questions / solve problems	Daily
Criminal Justice personnel	Telephone, written correspondence including emails, fax and other means of communication	Inquiries, clarifications, requests, release date and parole information, answer questions / solve problems	Daily
Victims, family members, general public, media	Telephone, written correspondence including emails, fax and other means of communication	Inquiries, clarifications, requests, release date and parole information, answer questions / solve problems	Daily
Adults in Custody and offenders	Telephone, written correspondence including emails, fax and other means of communication	Inquiries, clarifications, requests, release date and parole information, answer questions / solve problems	Daily

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

The Sanctions and Revocation Specialist makes independent decisions that directly affect offender supervision, sentence calculations, and Board operations. These decisions require technical expertise, sound judgment, and strict adherence to Board policies and statutory requirements. Typical decisions include:

- **Revocation and Sanction Determinations:** Deciding whether a Morrissey or Local Control Sanction requires Board review based on offender risk level, policy, and legal guidelines.

- **Sentence and Time Calculations:** Computing sanction days, revocation time, and sentence expiration adjustments, including Stop/Start Post-Prison Supervision (PPS), inoperative time, and extensions of active supervision.
- **Document Review and Compliance:** Evaluating the correctness and completeness of sanction documentation; returning incomplete or inaccurate submissions with instructions for compliance.
- **System Overrides:** Determining when to manually override the PBMIS system to accurately compute complex sentences beyond system capabilities (Early release by county, Board Override of sanction, etc.).
- **Policy and Rule Application:** Interpreting and applying Board policies, Oregon Administrative Rules, and sentencing structures to ensure lawful and consistent outcomes.
- **Stakeholder Guidance:** Providing authoritative responses to inquiries from Parole Officers, Hearings Officers, law enforcement, and other stakeholders regarding sanction processes, timelines, and compliance requirements.
- **Prioritization Under Deadlines:** Establishing priorities and methods to meet strict statutory timelines and prevent operational or legal disruptions.
- **Confidentiality Compliance:** Ensuring all actions adhere to confidentiality laws and records management policies.

These decisions are critical to maintaining compliance, supporting accurate Board actions, and safeguarding public safety. Errors or delays can result in significant operational, legal, and public safety consequences.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Operation's Manager	4000010	Performance is reviewed on an ongoing basis through day to day supervision, regular meetings, automated communication	Daily / as needed	Performance is reviewed to determine general efficiencies and effective compliance
Executive Director	4000007	Performance is reviewed on an ongoing basis through day to day supervision, regular meetings, automated communication	Annually / as needed	Performance is reviewed to determine general efficiencies and effective compliance

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 0
 How many employees are supervised through a subordinate supervisor? _____
- b. Which of the following activities does this position do?
- | | |
|---|--|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |

Disciplines and rewards

Prepares & signs performance evaluations

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

The following knowledge, skills, and abilities are required at the time of hire but may not be explicitly stated in the classification specification:

- **Ability to obtain and maintain Law Enforcement Data System (LEDS) certification** as required for accessing confidential criminal justice information.
- Strong understanding of sentencing structures, sanction calculation methods, and post-prison supervision timelines.
- High degree of accuracy and attention to detail when reviewing sanction documentation, calculating time, and making record updates.
- Ability to interpret and apply Oregon Administrative Rules, Board policies, and statutory requirements related to sanctions, revocations, and supervision.
- Excellent written and verbal communication skills, including the ability to provide clear guidance to Parole Officers, Hearings Officers, and other justice partners.
- Ability to work independently in a fast-paced, deadline-driven environment with minimal supervision, exercising sound judgment and discretion.
- Strong customer service orientation, including the ability to maintain professionalism and composure when handling sensitive, urgent, or emotionally charged inquiries.
- Ability to identify discrepancies, research issues, and resolve complex sentence-related questions accurately and efficiently.

Capacity to handle confidential information in compliance with state and federal privacy laws, agency policy, and records management requirements.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

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SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date